

CGB-7 REV. 04/03

TO: DIVISION OF SPECIAL REVENUE

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DISTRIBUTION: **WHITE** - Charitable Games **CANARY** - Liaison Officer **PINK** - Organization

**INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR
REGISTRATION AMUSEMENT AND RECREATION BINGO**

1. Do **NOT** fill-in an identification number. The Division will assign an identification number to your organization.
2. Print or type the name of the sponsoring organization, the complete organization address (**number, street, city/town, state, zip code**), and a complete mailing address (**number, street, city/town, state, zip code**).
3. Print the telephone number of the sponsoring organization.
4. Answer the question “Does your organization consist of members sixty (60) years of age or older?”.
5. Indicate the day(s) of the week and the hours (including am or pm) of bingo operation, in the space provided.
6. Print the complete address (**number, street, town/city, state, zip code**) where bingo will be played.
7. The name of the ranking officer of the sponsoring organization must be printed on the form, and it must be signed and dated by the individual designated as the ranking officer.
8. The application form must be signed and dated by an authorized Notary Public. Please be sure that the notary seal and/or the date the Notary Public’s commission expires are used on this document. Applications will not be accepted without this important information.
9. Have the application form attested to by your local Chief of Police/First Selectman, who must indicate that to the best of his/her knowledge and belief, the information contained in the application is either “true and correct and subject organization qualifies for and **SHOULD** be issued a registration and an Identification Number” or “not true or correct and subject organization **SHOULD NOT** be issued a registration and an Identification Number”. The Chief of Police/First Selectman must also sign and date the form.
10. Upon completion of the application, submit all copies of the form, as well as any attachments (if any), to the Division of Special Revenue for approval.
11. If you have any questions pertaining to the completion of the application form, please do not hesitate to contact us at 1-800-338-6331 or (860) 594-5480.